DO Health & Safety Record/Document Management Requirements

OHSAS 18001 – Line Organization Files

	Topic / Series Title	Record Description	Foremost Address	BNL Site Specific File Plan DOE Retention DOE Retention	Responsible Party
1.	Occupational Health & Safety (OHSAS 18001) Management System Description (Manual)	The written OSH program of an organization. CONTROLLED DOCUMENT	A|ADM/1000-15-37	ADM-16.1.1 Permanent	Captured by OSH Management System program Description Manual for the SORD. Maintained by SHS Division.
2.	Occupational Health & Safety (OHSAS 18001) Management Plans	Annual list of targets & objectives and performance indicators for the improvement of the OSH program of an organization. CONTROLLED DOCUMENT	A|ADM/1000-17-06	ADM-16.1.2 - Cut off at the end of each fiscal year. Destroy 5 years after cutoff.	D. Ports Building 460 Office 109
3.	OSH 18001 Support and Risk Assessments Files	Records verifying organizational compliance with the OSH 18001 program. Central file for task lists and JRA/ FRA risk assessments CONTROLLED DOCUMENT	A|ADM/1000-17-16	ADM-16.1.2 - Cut off at the end of each fiscal year. Destroy 5 years after cutoff.	D. Ports Building 460 Office 109
4.	OSH Management Reviews and OSH Records of Decision Documents	Documentation of presentations to senior management on the actions and status of the organizations OSH program.	A|ADM/1000-17-16	ADM-16.1.2 - Cut off at the end of each fiscal year. Destroy 5 years after cutoff.	D. Ports Building 460 Office 109
5.	OSH Internal Assessments/ Audits	Self Assessment Plan, Internal Assessment Results of an organization.	A/ADM/1000-20-03	ADM-22.1.A.2 Destroy after 10 years	D. Ports Building 460 Office 109
6.	Training for OHSAS18001 at the organization level	Records for environmental safety & health training such as manuals, syllabuses, and other training aids; description of course content; examination documentation, attendance rosters; documentation of required performance, & lesson plans.	A|ADM/1000-01-22	ADM-1.29.2.A.2 - Transfer to a federal records center after last session. Destroy 75 years after transfer.	Maintained by Laboratory training Data Base (BTMS)
7.	Local Emergency Planning documents	Contains Local Emergency Response Plan generated for each building at BNL. It may contain the original plan, procedures for an emergency situation, locations of emergency shut offs, building floor plans, in/out door assembly areas and evacuation zone. CONTROLLED DOCUMENT	A|ADM/1000-17-23	ADM-18.27 - Destroy 3 years after issuance of a new plan or directive.	D. Ports Building 460 Office 109
8.	Tier 1 Facility Safety Inspections	Records of routine safety inspections.	A|ADM-1000-17-37.	ADM-18.9 - Cut off at the end of the fiscal year. Destroy 75 years after discontinuation of the facility.	D. Ports Building 460 Office 109
9.	Occurrence Reports that are OSH related	Reports documenting specific occurrences in the organization, which violate or pose a threat to safety. These files are for Investigative incidents and Critiques not maintained in the DOE Occurrence Reporting System.	A|ADM/1000-17-10	ADM-18.11.1.B - EPI - Cut off at the end of the fiscal year in which the case was closed. Destroy 15 years after cutoff.	E. Sierra, BNL ORPS Coordinator Building 902
10.	R2A2	This series consists of the signed record copy of position descriptions that include information on title, series, grade, duties, and responsibilities and related information for each employee of BNLK.	A/ADM/1000-01-2	ADM-1.7.B Destroy 75 years after position is abolished or description is superseded.	Individual Staff Personal Records.

Prepared by: _____ / _____

D. Ports   / Date